

Job Title: Assistant to the CEO - Board & Governance

Classification: Exempt

Grade Level: G

Reports to: Chief Executive Officer

Date: April 2, 2026

Summary/Objective

The Assistant to the CEO - Board & Governance is an exempt, senior level individual contributor role providing high level executive and governance support to the Chief Executive Officer of the American Physiological Society (APS). This position carries organization wide responsibility for the coordination, documentation, and execution of APS Board and governance operations and exercises independent judgment in managing complex, confidential, and time sensitive governance matters.

This role serves as a key governance partner to the CEO and supports the effective functioning of the Board of Directors, Executive Committee, and Board appointed committees and task forces in accordance with APS bylaws, Board approved policies, and governance operating procedures. The position requires a deep understanding of association governance, professional discretion, and the ability to operate autonomously within established policy frameworks to support Board leadership and the Society's strategic direction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. APS Governance & Board Operations (Enterprise Level Responsibility)

- Serve as the primary staff authority for coordinating APS Board and governance operations, acting on behalf of the CEO within established governance policies and procedures.
- Ensure governance activities are executed in compliance with APS bylaws, Board-approved policies, conflict of interest requirements, confidentiality standards, and governance operating procedures.
- Maintain official APS governance records, including Board and committee minutes, motions, resolutions, consent agendas, operational guides, and policy documentation.
- Independently track Board decisions and action items, proactively coordinating follow-up with senior staff to ensure completion and accurate reporting.



2. Board and Executive Committee Event Logistics

- Serve as a primary point of contact for Board officers and members on governance logistics, materials, policies, and procedural questions.
- Lead end-to-end planning and execution of Board of Directors and Executive Committee meetings, both virtual and in person.
- Manage complex, high-stakes scheduling involving Board officers, volunteer leaders, senior staff, and external stakeholders.
- Lead the planning, coordination, and execution of special events and governance-related meetings, including receptions at the Annual Summit and meetings aligned with Board strategic priorities, ensuring delivery on time and within approved budgets.

3. Board Meeting Support

- Develop meeting timelines, draft agendas in collaboration with the CEO, and assemble Board books and supporting materials requiring a high degree of accuracy and judgment.
- Draft formal meeting minutes for Board and governance meetings, ensuring a clear and defensible governance record of motions, votes, and decisions.
- Advise the CEO on governance processes, meeting flow, consent agenda structure, and documentation standards consistent with APS Board practices.

4. Board Member Support & Governance Leadership Interface

- Coordinate onboarding and orientation for new Board members, including development and maintenance of APS Board orientation materials and governance reference resources.
- Support Board leadership continuity by ensuring consistent documentation, historical records, and governance knowledge transfer.
- Coordinate Board member travel and related arrangements for governance meetings in alignment with APS policies.

5. Staff Leadership Support

- Provide senior-level administrative and governance support to the CEO with emphasis on Board relations, scheduling, and preparation for Board and member-leader engagements.
- Draft governance-related correspondence, memoranda, and briefing materials on behalf of the CEO, exercising independent judgment regarding tone, content, and confidentiality.
- Anticipate governance needs and proactively prepare materials to support CEO effectiveness in Board leadership.

6. Judgment, Discretion, and Confidentiality

- Handle highly sensitive governance, personnel, and strategic information with discretion and professionalism.



- Exercise independent judgment in prioritizing work, resolving issues, and advising on governance practices within established APS policies.
- Represent APS leadership professionally in interactions with volunteer leaders and external partners.

Skills/Abilities

1. Advanced knowledge of nonprofit and association governance practices, including Board operations, documentation standards, and policy compliance.
2. Exceptional written and verbal communication skills, with the ability to draft formal Board minutes, executive correspondence, and high-level briefing materials.
3. Demonstrated ability to exercise independent judgment, discretion, and professionalism in handling confidential and strategic matters.
4. Strong organizational and project management skills, including management of complex executive calendars and coordination of high-stakes meetings and governance timelines.
5. Ability to work autonomously, anticipate leadership needs, and build effective working relationships with Board members, volunteer leaders, and senior staff.

Education and Experience

1. Bachelor's degree or equivalent combination of education and experience.
2. Minimum of 5-7 years of progressively responsible executive or governance support experience.
3. Demonstrated experience supporting a Board of Directors and committee structure in a nonprofit, association, or comparable governance driven organization.
4. Advanced written communication skills, including drafting formal minutes and governance documentation.
5. Strong organizational skills and ability to manage competing priorities with minimal supervision.
6. Proficiency with Microsoft 365 and electronic document management systems.
7. Demonstrated ability to partner effectively with a CEO and senior leadership team.
8. Preferred: Experience working with volunteer leadership in a professional or scientific society.
9. Preferred: Familiarity with nonprofit governance best practices, consent agendas, and committee structures.

Other Duties

1. Support special governance initiatives, task forces, and strategic projects as assigned by the CEO.
2. Assist in the continuous improvement of governance processes and documentation standards.
3. Other duties as assigned.

Supervisory Responsibility

This position does not have supervisory responsibilities.



Benefits

This is a full-time, exempt position offering a competitive salary and comprehensive benefits package, including a 403(b) retirement plan; paid holidays; generous annual and sick leave; medical, dental, and vision coverage; flexible spending accounts; and life and short- and long-term disability insurance.

Where will you work?

We offer a flexible hybrid work model, with employees based out of our headquarters in Rockville, Maryland (Washington, DC metro area). Team members typically work in the office anywhere from a few times per week to once a month, depending on their role and team needs.

Occasional in-person attendance is required for division and staff meetings. At this time, we are only considering candidates located in the Washington, DC metro area.

To Apply

All qualified applicants must send a cover letter, including salary requirements and a resume, to resume@physiology.org.

To learn more about APS, please visit: <https://www.physiology.org>

To learn more about APS Publications, please visit <https://journals.physiology.org>.

APS is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.